

Alaska Workforce Investment Board
Resolution Process *DRAFT*

Last updated November 28, 2008

Definition: a formal expression of opinion or intention made, usually after voting, by a formal organization, a legislature, a club, or other group.

During the initial drafting process of a resolution the following needs to be identified:

1. What steps are needed for implementation?
2. Who are the stakeholders?
3. What are the expected outcomes?
4. Will this resolution require a policy or regulation change?

A resolution can be drafted by an individual committee, the Executive Committee, or at an AWIB meeting.

- If at the ad hoc or task force level, the draft must be approved first by the committee in charge, then by the Executive Committee, then by the AWIB.
- If at the individual committee level, the draft must be approved by the Executive Committee then by the AWIB.
- If at the Executive Committee level, the draft must be approved by the AWIB.
- If at the AWIB meeting level, the draft and approval will come during an AWIB meeting.

If during each of these processes a change to the resolution is required then the draft resolution will be returned to the individual committee for addition, clarification, or correction. Then the approval process will begin again. Once the resolution is passed by the AWIB it is sent with a cover letter from the AWIB Chair to the Governor, Commissioner, and any applicable Department or agency. A press release will be issued with the resolution(s) passed and include a link to the AWIB website where each resolution can be reviewed. If a policy or regulation change is needed then collaboration with stakeholders will be required. A public notice will issued. This will be tracked by the Legislative Committee.

Name and purpose of Resolution	Steps Needed for Implementation	Stakeholders	Expected Outcomes	Policy or Regulation Change	Responsibility/ Accountability
Name: Employability Skill Standards and Assessments Reason: Existing regulations do not incorporate adequate employability skill standards and assessments in Alaska's secondary schools, youth training programs and post-secondary training institutions. RS# 08-02 Signed 5/21/08	1. Governor provides direction to DEED & UA to implement 2. Vet the proposal with stakeholders 3. Establish as policy / regulation (DEED & Board of Education) 4. Market to public 5. Provide implementation package to integrate YES into curriculum 6. Provide training to training institutions	1. Students 2. DEED/Board of Education 3. Teachers 4. School Boards 5. Employers 6. Parents	1. Youth Employability Skills (YES) will be recognized as education standards to be assessed. 2. An assessment process will be in place. 3. The YES Skills will be part of the state's work/career readiness certification process (addition to the work-keys assessments)		
